

## **Quick Guide: How to Register in the BOEM/BSEE Transit Benefit Program Application (For Applicants and Supervisors)**

1. Navigate to <https://transitapp.ost.dot.gov/index.cfm>
2. Under the log-in area, select “Register” to proceed with new account creation.
3. Use your work email address as your user name. Enter your first and last name, as well as your work phone number. You must select either BOEM or BSEE from the pull-down under Agency/Mode, being very careful to select your home bureau.
4. Click Register.
5. You will see a confirmation of your registration with a notification that a temporary password was sent to your email address. Click OK.
6. The email should come almost immediately (check your spam folder if it does not). Copy the temporary password from this email (being careful not to copy any blank space), and use it at the Transit App’s log-in screen along with your email address as the username.
7. You will be prompted to set a password of your choosing using the guidelines shown on the screen. This requires pasting the temporary password one more time and then setting your own. Note that this system has a quirk that no two characters can immediately repeat (i.e. your password could not contain 44 or xx).
8. The system will tell you your password is successfully changed, and clicking “continue” returns you to the log-in screen.
9. You will need to log in one more time to be able to enter the system and perform your transit application responsibilities.
10. **Supervisors only:** After registration is complete, please send an email to Bureau Administrator Mark Zedella ([mark.zedella@bsee.gov](mailto:mark.zedella@bsee.gov)) to have your account edited to add a supervisory role. Participants, if you are getting errors when attempting to select a supervisor during your application process but you know your supervisor has completed registration, please check with Mark Zedella to ensure the supervisory role has been added.

**Maintenance:** Use the “Forgot Password” link at the log-in screen to reset your password. Please do not contact DOT or your transit coordinator for this function – it can be performed only by the user, as it generates an email to your account.